

## **Suggested Contents Checklist - Interlocal Agreements**

### **Recitals**

- A. Statutory Authorization
- B. Agency Statutory Responsibilities
- C. Public Problems with Controlled Substance Violations
- D. Cooperative Action Necessary
- E. Previous Agreements

### **Agreement**

- I. Separate Entity
  - 1. Creation of Entity
  - 2. Purpose
  - 3. Nature
  - 4. Powers and Authority
  - 5. Public Agency Obligation, Duty and Responsibility
  - 6. Compliance with Laws

- Alternate I.* No Separate Entity
  - 1. No Separate Entity Created

- II. Executive (Administrative) Board
  - 1. Executive Board
  - 2. Chairman
  - 3. Board Duties and Powers
  - 4. Voting

- Alternate II.* Administrator (No Separate Entity)
  - 1. Appointment
  - 2. Duties and powers
  - 3. Employment status
  - 4. Accountability

- III. Participants
  - 1. Classes
  - 2. Costs
  - 3. Voting
  - 4. Jurisdictional Consent
  - 5. Additional Participants
  - 6. Withdrawal

- IV. Administration
  - 1. Force Commander

- V. Entity Personnel
  - 1. Assigned Personnel

2. Staff Personnel
- VI. Records
  1. Maintenance and Classification
  2. Sharing of Records
  3. Requests for Records
- VII. Property
  1. Acquisition, Holding, and Disposition
  2. Use of Property
  3. Policies and Procedures
- VIII. Term
  1. Term
  2. Disposition of Property
- IX. Legal Matters
  1. Legal Representation
  2. Criminal Prosecution
  3. Litigation
- X. Insurance, Liability, and Indemnification
  1. Insurance
  2. Indemnification and Hold Harmless
  3. Governmental Immunity Act
- XI. General Provisions
  1. Resolutions of Approval
  2. Copies with Keepers of Records
  3. Review by Authorized Attorney
  4. Authorization
  5. Severability
  6. Third Party Beneficiaries
  7. Amendments
  8. Prior Agreements
  9. Effective Date
  10. Governing Law

**Signature Blocks**

1. Executive
2. Legislative
3. Attestation
4. Attorney's statement of review

**Attachments**

(List)